

SECTION 12- CODE OF CONDUCT

Effective 10/1/11
Replaces Policy Same
Dated 1/21/09

12.1 Conduct.

City employees are expected to demonstrate prompt, courteous, fair and honest treatment to all citizens and fellow employees. High standards of personal conduct and integrity are essential to good service and are expected of each employee.

12.2 Code of Ethics.

To avoid misunderstandings and conflicts of interest all employees will adhere to the following policy. This policy is in accordance with Section 112.311 through 112.326, Florida Statutes, entitled "Code of Ethics for Public Officers and Employees".

12.3 Political Activity.

- A. No employee, official, or other person shall solicit, orally or by letter, or be in any other manner coerced in obtaining contributions or services for any political party or candidate from any employee during his/her hours of work with the City.
- B. Nothing in this policy is to be construed to restrict the right of an employee to hold membership in and support a political party; to vote his/her choice; to express opinions on all political subjects and candidates; to maintain political neutrality; to attend political meetings after working hours; or to campaign actively during off-duty hours, in all areas of political activity.
- C. Any City employee who wishes to accept appointment to a political office or seek election to a City office, except those employees who are exempt pursuant to Section 99.012, Florida Statutes, must resign from City employment upon indicating such intention by formal declaration or other evidence of candidacy.

12.4 Pecuniary Interest.

As stewards of the public trust, all City employees must use the powers and resources of the City, entrusted to them by the public, to further the public interest and not for any personal gain or financial benefit. Therefore, City employees:

- A. Shall not accept benefits of any sort, under any circumstances, which is intended to influence a pending or future decision of such employee.

- B. Shall not engage in outside employment or financial transactions of any kind with any person, entity, firm, or corporation doing business with the City when such transactions constitute a conflict of interest.
- C. Should seek guidance, for their own protection, by submitting the details of questionable situations, in writing, to the City Manager before engaging in such questionable activity.

12.5 Conflicting Employment/Contractual Relationships.

- A. Secondary employment or contractual relationships are permitted to the extent that they do not constitute a conflict of interest and do not interfere with the employee's job performance with the City.
 - 1. The Department Director or their designee must be notified of any outside employment. Notification must state the type of employment, the hours of work, the name of the prospective employer and the place of employment.
 - 2. Any employee wishing to accept outside employment must understand that City employment is considered the primary employment. The employee must make arrangements with the outside employer to be relieved from duty if called for service by the City.
 - 3. Employees sustaining injuries while engaged in outside employment are ineligible to receive benefits under the City's workers' compensation plan.
 - 4. Equipment or facilities, vehicles and/or property of the City are not to be used by employees for outside employment.
- B. City employees who participate in deciding, approving, recommending or preparing purchase or procurement requests, or influence the content of any specification or procurement standard, or render advice in the procurement or purchase of contractual services, (as that term is defined in Section 287.012(7), Florida Statutes), may not work for any person or entity attempting to engage in or engaging in contractual services with the City.
- C. City employees, acting in an official capacity, shall not directly or indirectly procure or substantially participate in the procurement of contractual services for the City from any business entity when a relative (as that term is defined in Section 112.312(21), Florida Statutes) is an officer, partner, director, or owner or when such employee, spouse, or child has a material interest in said business.

12.6 Disclosure of Information.

Employees must at all times be courteous, friendly, and helpful to members of the public and co-workers seeking information. Unless the release of information is a normal part of the employee's duties, the employee will decline courteously to reveal information

and will direct the inquiry to the Department Director or City Manager. Media requests will be forwarded to the City's Public Information Office.

12.7 Personal Mail/Calls/Visitors.

The City is not in the position to handle and/or distribute the personal mail of its employees. We ask that employees advise correspondents or businesses that personal mail be delivered to their home address. City stationary or postage is not to be used for personal business. The receiving and making of personal telephone calls and the receiving of personal visitors during work hours are strongly discouraged.

12.8 Dress and Appearance.

Dress Code Guidelines:

Dress and good personal grooming and hygiene standards are key parts of the business image we show to all of our citizens, guests, and visitors. This guideline is intended to assist all employees with a professional image while taking advantage of the more casual and relaxed business dress codes currently in effect throughout many businesses. Business casual attire is required at all times for City employees, and employees should present a neat and businesslike appearance during working hours unless exempted by their Department Director.

Business casual attire includes but is not limited to the following: appropriate attire for men includes a dress shirt or a polo shirt worn with dress slacks. Women may wear a dress, skirt, dress capri's or dress slacks with a polo shirt, blouse, sweater or jacket.

All employees attending City Commission meetings who will make a presentation during the meeting should wear business attire or appropriate uniform.

Employees are prohibited from wearing inappropriate clothing. Employees must wear shoes that are appropriate for an office setting. All attire must be clean, without stains or soil marks. Examples of inappropriate clothing (unless part of a written department uniform guideline) include, but are not limited to:

- Denim slacks and jeans;
- Jogging suits, wind suits, or workout clothing;
- Shorts, beachwear, T-shirts, halter-type, sheer, midriff, spaghetti straps;
- Slippers, ballet shoes, athletic sneakers, rubber thong sandals, or flip flops;
- Shirts with revealing necklines, bare backs, bare midriffs, strapless tops/dresses, tube tops, or tank tops;
- Blouses that do not cover all under garments;
- Excessively tight or revealing garments (stretch pants, spandex, leotard tops, etc.);
- Overalls, jumpsuits and cargo pants, parachute pants or other baggy loose-fitting pants, camouflage, fatigues or other military type clothing; or
- Clothing that has patches, emblems, symbols or writing that is suggestive or offensive.

These guidelines must be followed by employees during working hours except those employees covered by City issued uniforms. Consult with your supervisor, or department head, if you have questions as to what constitutes appropriate attire. Variations to the above may be made for medical reasons based upon a doctor's orders.

Casual Fridays:

Unless a meeting is scheduled on a Friday with someone who is not a City employee, jeans and athletic sneakers are acceptable on Friday of each week.

12.9 Office Decorum.

Office Decorum Guidelines:

This guideline is established to address office decorations/decorum for City employees who perform a majority of his or her work in an office or have a desk (workspace) area.

Employees' offices should be neat and clean with no objects situated in a manner that may obstruct or create a hazard in walkways and may cause possible injury. City employees wishing to display items on the walls or partitions must coordinate with the Facilities/Maintenance division before hanging any items on the walls to ensure items are hung safely and properly. Open flames such as burning candles are prohibited in City offices.

Displays showing sexually explicit images, gore, profanity, express discrimination and other displays that could reasonably be deemed to be offensive shall not be displayed. These displays include, but are not limited to, pictures, posters, computer desktop images, screensavers, and objects placed on one's desk. This guideline is not meant to limit personal expression but to reflect a high level of professionalism for the City.

12.10 Employee Use of Office Equipment.

We are committed to providing the best possible service to the residents of the City. The City has remained very competitive in this area by making use of the most modern office equipment available including facsimile machines, electronic mail systems (e-mail), voice mail systems and computer generated internet access.

Our office equipment has been installed solely for the purpose of promoting the business interest of the City and all office equipment is the property of the City. Use of a password for entrance into any electronic system does not mean the information is limited to personal use, but rather all such information remains City property and is at all times accessible to the City. Accordingly, it is the City's policy that any and all office equipment (including, but not limited to, data processing, computer information, e-mail and voice mail systems) is to be used for business purposes only. In addition, employees should have no expectation of privacy in any information contained on any and all office equipment.

Quality assurance is of utmost importance to the City. Accordingly, the use of any and all office equipment is subject to monitoring at any time, with or without notice, at the City Manager's sole discretion. The City's computer system is set up so that e-mail messages may not be destroyed upon deletion. Rather, deleted e-mail messages may be stored in another electronic location upon deletion. E-mail messages may be read by management for quality assurance purposes and should only be used for business purposes.

As with all office communications devices, employees are prohibited from using the Internet or the e-mail system to send or receive any improper communication, including but not limited to personal messages, inappropriate comments or jokes, cartoons, or any other communications which are derogatory, obscene or offensive. Additionally, employees are prohibited from using the e-mail system or other office equipment for the purpose of soliciting or distributing for any cause, group, enterprise or organization. Persons not employed by the City are prohibited from using the City's office equipment for any purpose.

A violation of any provision of this policy will result in disciplinary action up to and including termination.

12.11 City Equipment.

Equipment and vehicles are essential in accomplishing job duties, are expensive and may be difficult to replace. When using City property, employees are to exercise care, perform required maintenance, and follow all operating instructions, safety standards and guidelines.

Please notify your supervisor if any equipment, machines, tools or vehicles appear to be damaged, defective or in need of repair. Prompt reporting of damages, defects and the need for repairs could prevent deterioration of equipment and possible injury to employees and others. Your supervisor can answer any questions about your responsibility for maintenance and care of equipment or vehicles used on the job.

Theft or loss of City property must be reported to the Department Director and forwarded to the appropriate department in the City.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as avoidable traffic and parking violations, will result in disciplinary action, up to and including termination of employment. The City will not reimburse employees for the cost of avoidable traffic and parking violations.

12.12 Solicitation and Distribution.

The solicitation of support by various organizations is prohibited on work time. Although many of these groups are worthy organizations, the rules in this section will best protect

the private lives of our employees and the City's desire to obtain the full benefit of everyone's productivity.

- A. The distribution of literature or material during working time or in working areas is prohibited. Additionally, employees are not to solicit for any groups or organizations during their own working time or the working time of any employee solicited. These rules do not apply to solicitation or distribution during scheduled breaks in non-working areas to employees who are also on their breaks or lunch so long as order and neatness are maintained. Employees are not to enter or remain on the premises unless on duty or on other City-related business.
- B. Non-employees may not solicit for any cause or distribute related material of any kind on City premises at any time.
- C. Items placed on official bulletin boards must be approved by the City Manager, Human Resources, Department Director or their designee.

12.13 Violence in the Workplace.

The City has a policy of zero tolerance for workplace violence. An employee who threatens violence or becomes violent to another employee or member of the public will be disciplined up to and including termination.

- A. The City can best serve its residents and staff when residents and staff co-exist in a climate that supports the free exchange of ideas and utilizes constructive methods of conflict resolution. The City is committed to creating and maintaining an environment that is free from intimidation, threats and violent acts. Accordingly, all acts or threats of violence will be taken seriously.
- B. A threat or act of violence includes, but is not limited to, any act or gesture intended to harass or intimidate another person; any act or gesture likely to damage City property; or any act or gesture likely to leave another person injured or fearing injury. The following are examples of such behavior:
 - Making threats verbally, in writing, by E-mail, or by voice mail. A communicated intent to inflict physical or other harm on any person or on property
 - Displaying or brandishing a gun, knife, grenade or any other items that a "reasonable person" would consider as threatening
 - Punching, kicking, slapping. Exercise of physical force against another person or against property
 - Committing assault, arson, or threatening suicide
- C. All employees are responsible for helping to maintain a violence-free workplace. To that end, each employee is required to govern him or herself accordingly. In

addition, it is the responsibility of all members of our City staff to report any occurrence of intimidation, threat or violence for the appropriate City resource, namely the immediate Supervisor, Department Head, Human Resources and/or City Manager.

- D. Any and all acts of intimidation, threats or acts of violence will be considered serious misconduct and will be the basis for disciplinary action, up to and including termination. These acts will be referred, when appropriate, to legal authorities.

12.14 Workplace Bullying.

- A. The City defines bullying as “repeated inappropriate behavior, either direct or indirect, whether verbal, physical, or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment.” Depending on the type of bullying, the behavior may also be in violation of the City’s Violence in the Workplace policy (12.13).
- B. The City will not, in any instance, tolerate bullying behavior. Employees including leads, foremen, supervisors, managers, and department heads found to be in violation of this policy will be disciplined, up to and including termination. The City considers the following types of behavior examples of bullying:
 - 1. Verbal Bullying: slandering, ridiculing, or maligning a person or his/her family; persistent name calling which is hurtful, insulting or humiliating; abusive and/or offensive remarks.
 - 2. Physical Bullying: pushing; shoving; kicking; poking; tripping; assault, or threat of physical assault; damage to a person’s work area or property.
 - 3. Gesture Bullying: non-verbal threatening gestures, which can convey threatening messages.
 - 4. Exclusion: physically excluding or disregarding a person in work-related activities.
- C. In addition, the following examples may constitute or contribute to evidence of bullying in the workplace:
 - 1. Persistent singling out of one person
 - 2. Shouting, raising voice at an individual in public and/or in private
 - 3. Using verbal or obscene gestures
 - 4. Not allowing the person to speak or express him/herself

5. Personal insults and use of offensive nicknames
6. Constant criticism on matters unrelated or minimally related to the person's job performance
7. Spreading rumors and gossip regarding individuals
8. Encouraging others to disregard a supervisor's instructions
9. Deliberately excluding an individual or isolating them from work related activities (meetings, etc)
10. Unwanted physical contact, physical abuse or threats of abuse to an individual or an individual's property (defacing or marking up property)

12.15 Incarceration.

It is the sole responsibility of the affected employee to notify the immediate supervisor, no later than the first scheduled workday following the incident, of the fact that he/she has been incarcerated.